



JET PROPULSION LABORATORY
CALIFORNIA INSTITUTE OF TECHNOLOGY

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO.: AB-582775

FOR:

RELIABILITY ENGINEERING SUPPORT SERVICES (RESS)

PROPOSALS ARE TO BE RECEIVED AT JPL NO LATER THAN:

Date: June 4, 2004

Local Time: 3:00 p.m.

COMMUNICATIONS IN REFERENCE TO THIS RFP

It is requested that any communication in reference to this RFP be in writing and directed to the attention of:

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Title:	JPL Subcontracts Manager	Phone:	(818) 354-0783
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California Institute of Technology
Jet Propulsion Laboratory
4800 Oak Grove Drive
Pasadena, CA 91109-8099

Date of Issuance: May 17, 2004

THIS IS A 100% SMALL BUSINESS SET-ASIDE

WARNING: Although subcontracting or teaming, etc., under this acquisition is not prohibited per se, proposers must be careful regarding the possible effects of substantial subcontracting, teaming, joint-ventures, or other "affiliations" which could impact their status, making them ineligible for an award under this 100% set-aside. Proposers are advised to refer, for example, to the Small Business Administration, Small Business Size Regulations found at 13 Code of Federal Regulations (CFR) PART 121, et seq. (esp. 13 CFR 121.401, AFFILIATION) and Federal Acquisition Regulation (FAR) Part 19, SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS CONCERNS.

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2. Attachments to the Solicitation, See form JPL 2839 for a list of Attachments

This Section of this RFP consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your proposal. Group B Attachments consist of forms and documents for informational purposes only. Both A and B Attachments can be found through the electronic address identified below. Hard copies of the Group B Attachments will be mailed by request only. Note that Group B Attachments are very important and may become requirements under the Contract.

World Wide Web: <http://acquisition.jpl.nasa.gov/e2000.htm>

3. Specimen Contract, Dated [May 14, 2004]

GENERAL INSTRUCTIONS

1.0 PROPOSAL REQUIREMENT

This procurement has been set aside 100% for small businesses which certify as such and fall under the North American Industry Classification System (NAICS) Code 541710. The following provides general instructions and information regarding preparation of your proposal in response to this Request For Proposal (RFP). The effort to be performed will be in accordance with the Specimen Contract; if you choose to submit more than one proposal for this effort, each proposal must be independently complete and under separate cover.

2.0 PACKAGING AND SUBMITTING YOUR PROPOSAL

2.1 Organization and Format.

- 2.1.1 Your proposal, which should be organized as closely as practicable to the format and sequence indicated in these proposal instructions, must be submitted as follows (Please note that JPL has assigned a recommended page limitation for the Technical/Management Volume):

Volume No./Title	Recommended Page Limit	Number of Copies
I. Technical/Management Proposal	100 + Resumes	9
II. Cost Proposal	N/A	9
III. Past Performance Proposal	N/A	9

The first step of the selection process shall be the early submission of Volume III, Past Performance as discussed in paragraph 9.0. The second step shall be the submittal, by the proposal due date, of Volumes I and II. The third step shall be an oral presentation of the Volume I viewgraph package at JPL. A JPL caucus and then a question and answer session covering all three volumes will follow the presentation on the same day. The volumes of your proposal are to be submitted in accordance with the instructions of this RFP. The required documents, as set forth in the Attachments to this RFP, must be included in the cost volume.

- 2.1.2 Unnecessarily elaborate brochures or presentation layouts, other than those sufficient to present a complete and effective proposal, are not desired. Except when specifically requested, mockups, models, samples, hardware, or software of any kind must not be furnished and will not be considered.

- 2.1.3 JPL reserves the right to retain all proposal information submitted in response to this RFP.

- 2.2 Volume I – Technical/Management – Nine (9) sets of hard copy viewgraphs and resumes are to be provided by the proposal due date specified on the RFP cover page. The viewgraphs provided in Volume I must cover what is presented during your oral presentation. All materials shall be marked with the offeror's name and the JPL RFP number. Note that updates to the proposal or changed pages after the proposal due date are not to be submitted and will not be accepted. Oral presentations shall be solely based on the material submitted by the proposal due date. Proposers shall not use fonts smaller than Times New Roman 12 point.

3.0 Oral Presentation

- 3.1 Oral, rather than written proposals, shall be used to evaluate and select a contractor for negotiations. Volume I- Technical/Management will be presented orally at JPL by the individuals who are proposed to perform and/or manage the actual work of the subcontract.
- 3.2 JPL will send each proposer written questions concerning their submitted proposal two (2) calendar days before the scheduled date of each proposer's oral presentation. Each proposer shall decide how best to present the answer to each question. However, the answer to these questions and any subsequent questions generated as a result of the oral presentation (see items 3.4 through 3.6 below) shall be addressed during the two (2) hour question and answer session to assure closure of all questions.
- 3.3 Presentations shall address the information required by the Technical/Management Instructions. You may organize your presentation/allocate your time in any manner you see fit; keeping in mind, however, the relative weight of each evaluation criteria specified in paragraph 13.0 below and your ability to cover the material submitted.
- 3.4 The viewgraphs provided in Volume I are intended to be what is presented during your oral presentation, recognizing that some additional verbal explanation beyond the words on the viewgraph is sometimes needed to fully explain some issues or points. Oral presentations shall be solely based on the material submitted by the proposal due date. Accordingly, the proposer shall use all viewgraphs, submitted as Volume I in their oral presentation. No additional information may be introduced during oral presentations, unless in response to a JPL question or request for clarification.
- 3.5 There shall be a three (3) hour time limit placed upon your oral presentation. JPL will formulate questions in writing during the presentation but will not interrupt the presenters, with the exception of brief clarifications, during the oral presentation.
- 3.6 Following the oral presentation, JPL will caucus for two (2) hours, including lunch, to discuss and organize questions developed during the oral presentation. At the end of the two hour period, JPL will provide written questions to the Proposer.
- 3.7 A question and answer session with the proposer will follow and will be limited to two (2) hours. The Proposer may organize these two (2) hours at their discretion (e.g., one hour for answer formulation and one hour for presentation of answers). In this session, ALL questions, including those sent to the proposer two calendar days ahead of oral presentation, shall be addressed. The subsequent question and answer session shall be construed as constituting discussions as described below. The total time spent at JPL including the oral presentation, JPL caucus, and question and answer session with proposers, will not exceed seven (7) hours, including lunch.
- 3.8 Your oral presentation will include a discussion of the proposed cost proposal. JPL pricing questions will be asked during the subsequent question and answer period.
- 3.9 Audio-visual support at JPL will be provided and shall be limited to projection equipment necessary to display the viewgraphs. Only the Volume I viewgraphs presented and the viewgraph clarifications as part of the question and answer session will be considered and scored; no other visual or auditory aids will be considered and/or scored.
- 3.10 The presentation will not be audio/video recorded by either the presenter or by JPL.

4.0 Schedule of Oral Presentations

The sequence of presentations will be determined by JPL based on logistics. Only those organizations that have submitted a proposal, conforming to the requirements of this RFP by the proposal due date, will be requested to make an oral presentation. Further, JPL may choose to screen the proposals using the Technical/Management criteria in paragraph 13.0 and to eliminate all but several high scoring proposals from further evaluation prior to the start of oral presentations. A specific date and time for each presentation will be coordinated with individual proposers.

5.0 Address and Identification

To help ensure timely receipt and processing of your proposal, please affix the enclosed yellow adhesive label to the envelope/container containing the complete original copy of your proposal. (NOTE: The yellow label is JPL's notification that the package you send is a proposal.) In case the mailing label is lost, address your proposal on a similar yellow label containing JPL's address, the name of the individual designated on the cover page of this RFP (including the mail stop) and the RFP number. All proposal envelopes/containers must be identified with the RFP number that appears on the RFP cover page.

6.0 Hand Carried Proposals

Hand-carried proposals must be delivered to the California Institute of Technology/Jet Propulsion Laboratory (JPL) Visitor Control Center, at 4800 Oak Grove Drive, Pasadena, Building 249, where it will be received and time-stamped. Visitor Control is open to receive proposals only on working weekdays, between 7:30 a.m. and 4:30 p.m. (proposals are due at the time and date stated on the cover of this RFP).

7.0 GENERAL INFORMATION

7.1 Proposal Preparation and Related Costs

This RFP does not commit JPL or the Government of the United States to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or subcontracting for services or supplies related to the proposal.

7.2 Data

If the proposal contains data that either you or your subcontractors do not wish to be disclosed for any purpose other than proposal evaluation, you must mark the cover sheet of each volume containing such information with the legend below:

7.2.1 "Data contained in pages _____ of this proposal furnished in connection with RFP No. AB-582775 shall not be used or disclosed, except for evaluation purposes, provided that if a contract is awarded to this offeror as a result of or in connection with the submission of this proposal, JPL and the Government shall have the right to use or disclose this data to the extent provided in the contract. This restriction does not limit JPL's right to use or disclose any data obtained from another source without restriction."

7.3 Requests for Clarification/RFP Addenda

During the proposal preparation period, all requests for clarification and/or additional information must be submitted in writing to the individual referenced by "Attention:" on the cover page of this RFP. When appropriate, responses to requests, as well as any JPL initiated changes, will be provided to all prospective proposers in writing as addenda to the RFP. (NOTE: You must include reference to all addenda on your Acknowledgment to this RFP [Attachment A-1].)

8.0 LATE PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time and date specified on the cover page of this RFP is late. Any volume of a proposal received after the time and date specified will cause the entire proposal to be late. Late proposals will not be considered for award, except under the following circumstances:

- 8.1 JPL determines that the late receipt was due solely to a delay by the U.S. postal service for which the offeror was not responsible. Timely postmark or receipt of registered, certified, or express mail "next-day service," establishing the time of deposit must be evidenced.
- 8.2 JPL determines that the proposal was late due solely to mishandling by JPL after receipt at JPL, provided that the timely receipt at JPL is evidenced.
- 8.3 No acceptable proposals are received in a timely manner.

NOTE TO PROPOSERS: If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received at the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

9.0 EARLY SUBMITTAL OF VOLUME III

To facilitate the schedule associated with the selection of the contractor, JPL requests that you **submit Volume III** - Past Performance **by May 21, 2004**. In the event that you are unable to provide this Volume III by the above-requested date, Volume III must be submitted no later than the time/date specified on the RFP cover page.

10.0 MANDATORY QUALIFICATION CRITERIA

- 10.1 JPL has determined that a proposer must possess the following "mandatory" qualifications in order to be considered a qualified source and thereby eligible for award:
 - 10.1.1 Meet the NAICS size standard code of 541710
 - 10.1.2 Have a minimum business base of 20 full-time employees employed with your company over the past 12 months
 - 10.1.3 Possess financial liquidity or line of credit capability to meet a payroll of 20 people for approximately six (6) months
- 10.2 The proposer shall provide, under separate section within its proposal and also as part of their viewgraph proposal, a discussion demonstrating that the proposer meets (or will meet at the time of award) the mandatory qualification criteria set forth above.

11.0 CONTRACT OPTION

The Specimen Subcontract contains an Option Article. JPL will evaluate the options for the purpose of source selection. The pricing for the options will be evaluated along with the pricing for the basic requirement.

12.0 SOURCE EVALUATION AND SELECTION PROCESS

12.1 Source Evaluation.

Proposals will be evaluated in the areas of technical and management as described in paragraph 13.0 below. Although the proposed pricing will not be scored, it is of approximately equal importance to the combined technical and management areas; therefore, pricing is a substantial factor in source selection. JPL plans to make source selection based on the offeror whose proposal is determined to represent the best value to JPL. JPL's best value source selection is based on the following: If all offers, in the competitive range, are of approximately equal qualitative (technical and management) merit, JPL may select for negotiations the offer with the lowest pricing. However JPL may select for negotiations a contractor whose proposal offers a higher qualitative merit if the difference in pricing is commensurate with added value. Conversely, JPL may select for negotiations a contractor

whose proposal offers a lower qualitative merit if JPL determines that the pricing differential between it and other offers so warrants. JPL will evaluate the proposals utilizing the following process:

- 12.1.1 Before issuing the RFP, JPL establishes specific criteria and their weighting for the evaluation of the Technical and Management viewgraph proposals. After receipt at JPL and before oral presentations, the proposals are evaluated against the pre-set criteria outlined in paragraph 13.0 below.
- 12.1.2 Cost proposals are reviewed for mathematical accuracy, rate application, omissions, and reasonableness. If the Buy American Act or rent free use of Government-furnished property applies, the prices will be adjusted as required for the purpose of evaluation.
- 12.1.3 Responsibility (i.e., consideration of matters such as contractor financial capability, past performance record, adequacy of facilities, etc.) is assessed within the meaning of Federal Acquisition Regulation 9.1. Award will not be made to a Contractor deemed to be nonresponsible.
- 12.1.4 Results of the initial proposal evaluation are used to determine which proposals are within the competitive range (i.e., those having a reasonable chance of being selected for award). Proposals determined not to be within the competitive range are eliminated from further consideration, and the proposers are notified accordingly.
- 12.1.5 JPL may, at its discretion, conduct limited communications with one or more proposer(s) for the purpose of determining whether the proposer(s) should be included in the competitive range. Such precompetitive range communications may be conducted to enhance JPL understanding of proposal(s) and may be used to:
 - 12.1.5.1 Validate the proposed rate structure; and
 - 12.1.5.2 Clarify omissions, ambiguities and uncertainties in the proposer's supplemental business/cost information; and
 - 12.1.5.3 Clarify relevant past performance information.
- 12.1.6 JPL reserves the right to make a competitive range determination without conducting such communications. Further, JPL, at its discretion, may waive minor informalities and minor irregularities in proposals received.
- 12.1.7 Results of the initial proposal evaluation are used to determine which proposals are within the competitive range (i.e., those having a reasonable chance of being selected for award). Proposals determined not to be within the competitive range are eliminated from further consideration and the proposers are notified accordingly.
- 12.1.8 JPL will conduct discussions with each proposer following the oral presentation of their Technical/Management proposal. The purpose of the discussions is to assist the evaluators in fully understanding each proposal by:
 - 12.1.8.1 Discussing those aspects of each proposal which contain omissions, ambiguities and uncertainties;
 - 12.1.8.2 Verifying and identifying strengths and weaknesses which could affect work performance;
 - 12.1.8.3 Verifying the validity of the proposed costs; and
 - 12.1.8.4 Assessing the proposed personnel and the proposer's capabilities for performing the work.

12.1.9 After discussions, JPL may request price proposal deltas in order to correct errors, omissions or ambiguities in the proposal. Only those deltas requested by JPL will be accepted. (NOTE: JPL will not request best and final offers (BAFOs).)

12.1.10 The results of the oral presentation and discussions are used to arrive at a final evaluation.

12.2 Selection Process.

The results of the final evaluation are submitted to the JPL Source Selection Official, who selects the Contractor for negotiation.

12.3 JPL reserves the right to reject all proposals, to award a contract based on initial proposals (without proposal clarifications) or to conduct oral presentations/discussions, prior to making source selection.

JPL may determine that a proposal is unacceptable if the prices proposed are materially unbalanced (e.g., between items [or prices or rates] in Article 3 of the specimen contract for which JPL will make separate payments or between prices for the basic contract work and options. Unbalanced pricing exists when, the price of one or more items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if JPL determines that the lack of balance poses an unacceptable risk to JPL or the Government.

13.0 TECHNICAL/MANAGEMENT EVALUATION CRITERIA

The Technical/Management proposal (Volume 1) will be evaluated independently using the evaluation criteria and factors given below. The evaluation criteria and weightings are listed below; factors, if applicable, shown under the criteria are not weighted for evaluation purposes and are not listed in any particular order.

13.1 Criterion 1 – Personnel Qualifications (350 Points)

The degree to which the proposer possesses the personnel to successfully conduct this effort.

13.1.1 Factor 1 - Qualifications of Operations Manager

13.1.2 Factor 2 - Qualifications of Support Personnel:

13.2 Criterion 2 – Related Experience (250 Points)

The degree to which the proposer's past performance demonstrates their ability to successfully perform this effort.

13.2.1 Factor 1 – Reliability Experience

13.2.2 Factor 2 – Past Experience

13.2.3 Factor 3 – Timekeeping

13.3 Criterion 3 - Staffing Plan (200 Points)

The degree to which the proposer's staffing plan demonstrates their ability to successfully staff and retain employees to perform this effort.

13.3.1 Factor 1 - Staffing

13.3.2 Factor 2 – Retention

13.4 Criterion 4 - Organization Plan (100 Points)

The degree to which the organizational structure and the role and responsibilities of the operations manager allow for successful performance of this effort.

13.4.1 Factor 1 - Organization Structure

13.4.2 Factor 2 – Operations Manager

13.5 Criterion 5 - Facility Plan (100 Points)

The degree to which the proposed office facility will contribute to the successful performance of this effort.

14.0 EXCEPTIONS TO GENERAL PROVISIONS AND ADDITIONAL GENERAL PROVISIONS

JPL has made the determination that ANY exceptions to JPL's General Provisions and/or Additional General Provisions will render your proposal unacceptable.

VOLUME I – TECHNICAL/MANAGEMENT INSTRUCTIONS

1.0 INTRODUCTION

This portion of the proposal instructions sets forth the requirements to be followed in preparing the Technical/Management Proposal. The following specific information must be included to permit an evaluation of your technical and management capabilities:

1.1 Criterion 1 – Personnel Qualifications (350 Points)

This criterion is based on the degree to which the proposer's technical approach provides qualified personnel for the effort.

Discuss the personnel you propose for the management and performance of this effort. This discussion should include but is not limited to the following:

1.1.1 Factor 1 - Qualifications of Operations Manager:

Provide a discussion of the proposed Operations Manager, which covers present and past technical, management, personnel and organizational experience (including the number of personnel supervised), along with educational background. Include a discussion of the individual's experience in acquiring, screening, and hiring suitable personnel to support this effort, and the individual's knowledge of the technical disciplines required.

1.1.2 Factor 2 - Qualifications of Support Personnel:

Provide a minimum of two (2), and a maximum of six (6), complete and current resumes for each labor classification/discipline given in Exhibit 1. In other words, no more than six (6) resumes pertaining to any one (1) engineering discipline (e.g. RAM, Natural Space, Thermal, Dynamics, EMC, PRA, etc.) Include schools attended, degrees obtained, and a complete employment history for the individuals proposed and their areas of responsibility. Provide current assignment and location of proposed personnel. The proposer should use the JOB TITLE BREAKDOWN BY DISCIPLINE in VOLUME II - COST INSTRUCTIONS, as a guideline. Total resumes submitted for this Contract effort must not exceed thirty (30).

1.2 Criterion 2 – Related Experience (250 Points)

This criterion is based on the degree to which the proposer's past performance demonstrates their qualification for the effort.

1.2.1 Factor 1 – Reliability Experience

Describe your organization's related experience in similar Reliability, Dynamics Environments, Thermal Environments, Natural Space Environments, Electromagnetic Compatibility (EMC), Environmental Compliance, PRA, Problem Failure Reporting, Product Assurance and Quality Assurance support service efforts.

1.2.2 Factor 2 – Past Experience

Discuss your organization's past experience in managing programs which provided efforts similar in size and complexity as that specified in the Specimen Contract. Identify specific work programs and methods of managing these efforts. Include a discussion regarding management of your subcontractors and use of electronic invoicing systems.

1.2.3 Factor 3 – Timekeeping

The Subcontractor shall demonstrate by example in this volume that they possess a Timekeeping system capable of the following:

- 1.2.3.1 Capable of distributing direct and indirect labor charges to single or multiple account codes on individual projects they are contracted to support.
- 1.2.3.2 Able to maintain a system of timekeeping records (eg. Employee timesheets, project labor reports etc...) on a daily basis that documents the distribution of employee labor effort to individual account codes as necessary.
- 1.2.3.3 Able to certify supporting timekeeping records by employee.
- 1.2.3.4 A system which incorporates an approval process by management of all timekeeping records.

1.3 Criterion 3 - Staffing Plan (200 Points)

1.3.1 Factor 1 - Staffing

Provide a detailed personnel staffing plan which includes the following:

- 1.3.1.1 Discuss your recruitment approach and screening process for providing qualified candidates to support JPL's requirements. Discuss the lead times required for obtaining the technical support service personnel to staff this Contract.
- 1.3.1.2 Discuss the transition from the JPL incumbent contractor to your takeover of the Contract. Discuss the attraction and use of incumbent employees.
- 1.3.1.3 Discuss any plan for the use of subcontracting (if necessary for this effort). If subcontracting is proposed, identify how the labor categories and work-hours will be split between your organization and the subcontractor.

1.3.2 Factor 2 – Retention

Discuss your approach to employee retention, including benefits and problem resolution.

1.4 Criterion 4 - Organization Plan (100 Points)

1.4.1 Factor 1 - Organization Structure

Provide an organization chart (or charts) identifying key personnel and sufficient supplemental narrative showing the relationship between the corporate headquarters structure proposed for the subject effort and how the Operations Manager will interface with corporate headquarters and other supporting organizational elements. Show the position of the Operations Manager within the overall company or corporate organization.

If you have a teaming arrangement with another organization, show the relationship between your firm and the teaming firm and discuss how the teaming firm will interface with your organization.

1.4.2 Factor 2 – Operations Manager

Discuss the roles and duties of the Operations Manager within the organization and include the functions, authority, responsibilities and lines of communication of the Operations Manager, and his/her ability to obtain decisions from management to resolve conflicts beyond his/her authority.

Discuss the Operations Manager's role in controlling costs on individual Subcontract Work Orders (SWOs).

1.5 Criterion 5 - Facility Plan (100 Points)

Provide a detailed plan for an office facility which shall include discussion of the facility proposed in response to the requirements of the Specimen Contract (refer to Specimen Contract, ARTICLE 5, SPECIAL PROVISIONS).

Discuss the proposed office equipment and computer resources anticipated for this effort (i.e., computer equipment and network related maintenance requirements). Requirements are specified in Exhibit 7, titled, "Subcontractor Supplied Property At The Facility" in the Specimen Subcontract.

VOLUME II – COST INSTRUCTIONS

1.0 INTRODUCTION

This portion of the proposal instructions sets forth the requirements to be followed in preparing the Cost Proposal.

1.1 Proposal Pricing

Complete and return Attachment A-18, “Determination of Price – Rate Detail”. Provide the indicated rate information for Contractor personnel at the JPL Facility and Contractor personnel at the Contractor Facility. Price is considered to be a significant factor in this procurement.

In completing Attachment A-18, page 3, note the following:

- 1.1.1 The negotiated Direct Labor Rate ranges will remain in effect for the entire performance of the subcontract. Your proposal may include anticipated escalation for each year.
- 1.1.2 Only actual direct labor hours worked may be charged to JPL. No vacation, holiday or any other type of paid leave may be charged directly.
- 1.1.3 The Fixed Indirect Expense Rate for both On-Site and Off-Site (Column D) shall include ALL costs in support of this effort with the exception of the direct labor cost, fixed profit mark-up, and any specific costs identified as payable in the Specimen Contract, Article 3, paragraph 14, and Exhibit No. 13. The negotiated Fixed Indirect Expense Rate, whether it’s bid as a single rate for all years or separate rates for each year, will remain in effect for the full performance of the subcontract.
- 1.1.4 The Fixed Indirect Expense Rate may include, but is not limited to, applicable employer taxes (FICA, FUTA, FUI, SUI, etc.), workers compensation, vacation expense, holiday expense, all other paid leave, retirement contributions, medical, dental and life insurance (or appropriate employee health and welfare payment), long term disability, non-JPL specific training, tuition reimbursement, supplemental child care, cash paid in lieu of (ILO) a benefit, and all administrative labor (e.g. Operations Manager and administrator), all administrative facility costs (if applicable, Off-Site only), recruitment cost. In addition to the above listed items, the Fixed Indirect Expense Rate applicable to the Contractor Facility employees shall include ALL costs in support of the establishment and administration of the contractor site facility, including all generic desktop computer (i.e. PC, Mac) and generic office software expenses.
- 1.1.5 Under any resulting contract, the Fixed Profit per hour (Column E) shall be based on the **MIDPOINT** labor rate of each employee’s labor rate range to develop a Fixed Hourly Profit dollar amount. The Fixed Hourly Profit dollar amount is **NOT** applied to the sum of the labor plus the indirect expense amount. The Fixed Hourly Profit dollar amount, bid as a single rate for all years or separate rates for each year, will remain in effect for the full term of this Subcontract.
- 1.1.6 The total billing rate per hour payable under any resulting contract will include: The Direct Labor cost per hour (minus any cash in lieu of benefits), the Fixed Indirect Expense Rate, and the Fixed Hourly Profit dollar amount. **NO other billing will be allowed**, with the exception of any specific costs identified as payable in the Specimen Contract, Article 3, paragraph 14, and Exhibit No. 13.

2.0 SUPPLEMENTAL BUSINESS/COST INFORMATION

2.1 Financial Statement

Submit a copy of your annual financial statements for the last three years and any information regarding additional resources required to perform the proposed effort such as an established line of credit or other financial resource.

2.2 Accounting System

The Subcontractor shall demonstrate by example in this the cost volume that they possess an accounting system capable of the following:

- Accumulate direct project costs for each individual project they have been subcontracted to support per RESS employee by direct cost element (e.g direct labor, direct material, travel, etc...).
- Maintain proper segregation of direct costs from indirect costs.
- Maintain an acceptable method to allocate indirect expenses among the various projects they have been contracted to support.
- Identify unallowable costs and properly segregate those costs from the invoices.
- Ensure that cost information for the weekly invoices is current and accurate.

2.3 Attachments

The Section of this RFP entitled “Attachments” consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your cost proposal. Group B Attachments consist of forms and documents for informational purposes only and can be accessed via the electronic address provided below. Hard copies of the Group B Attachments will be mailed by request only. Note that the Group B Attachments are very important and may be required under the Subcontract. Forms can be found at the web site listed below.

World Wide Web: <http://acquisition.jpl.nasa.gov/e2000.htm>

VOLUME III – PAST PERFORMANCE

1.0 INTRODUCTION

This portion of the proposal instructions sets forth the requirements to be followed in preparing Volume III - Past Performance. The following specific information must be included in Volume III to permit an evaluation of your past performance. The information provided in Volume III along with information provided through contact with each of your references, will be used to assess your past performance in the areas of technical, schedule and cost for contracts similar to this proposed effort. In order to verify and validate your performance, you should provide documentation which shows evidence that your organization has successfully managed this type of support efforts in the past.

2.0 PAST PERFORMANCE REQUIREMENT

2.1 Provide synopses of all similar contracts performed by your organization within the past three years. Also include similar on-going efforts. Care should be taken to ensure that the information provided is accurate and current. These synopses are to include the following information:

- 2.1.1 Contract number;
- 2.1.2 Customer name and address;
- 2.1.3 Current telephone and FAX numbers, and mail stop of customer's cognizant administrator and technical person;
- 2.1.4 Contract type;
- 2.1.5 Period of performance;
- 2.1.6 Description of the effort;
- 2.1.7 Job titles and job descriptions of the personnel provided, including the education and experience requirements;
- 2.1.8 Number of individuals provided for each of the job titles as described in Item (7) above;
- 2.1.9 Dollar value of each contract;
- 2.1.10 Method by which your organization was selected for contract award, e.g. noncompetitive, low-bid or competitive evaluation;
- 2.1.11 Problems encountered and their resolution.

The synopses should be limited to no more than three (3) pages per contract discussion.



ATTACHMENTS TO THE SOLICITATION

The following attached forms and documents are organized into two major groupings:

1. Group A must be completed and returned as part of your quotation or cost proposal.
2. Group B are for information purposes only in preparing your quotation/proposal.

NOTE TO PROPOSERS: *Forms and documents listed below are not applicable unless the box preceding the Attachment Number is marked "X."*

GROUP A – Complete and return as part of your quotation/cost proposal, as applicable:

Attachment

Number Title and Form Number

<input checked="" type="checkbox"/>	A-1	Acknowledgment (form JPL 2384)
<input type="checkbox"/>	A-2	Cost Accounting Standards (form JPL 2842)
<input checked="" type="checkbox"/>	A-3	Government Property Questionnaire (form JPL 0544)
<input type="checkbox"/>	A-4	Acknowledgment - Commercial Items or Services (form JPL 2384-1)
<input type="checkbox"/>	A-5	Acknowledgment - CREI Contract (form JPL 2384-3)
<input checked="" type="checkbox"/>	A-6	Notice of Total Small Business Set-Aside (form JPL 4022)
<input type="checkbox"/>	A-7	Notice of Total Small Business Set-Aside – Modified (form JPL 4023)
<input type="checkbox"/>	A-8	(RESERVED)
<input type="checkbox"/>	A-9	(RESERVED)
<input type="checkbox"/>	A-10	(RESERVED)
<input type="checkbox"/>	A-11	(RESERVED)
<input type="checkbox"/>	A-12	(RESERVED)
<input type="checkbox"/>	A-13	(RESERVED)
<input checked="" type="checkbox"/>	A-14	Past Performance (form JPL 0358)
<input type="checkbox"/>	A-15	Cost Element Breakdown (form JPL 0549)
<input type="checkbox"/>	A-16	Determination of Lowest Overall Price – Time-and-Material Proposals (form JPL 0359)
<input type="checkbox"/>	A-17	Determination of Lowest Overall Price – Labor Hour Proposals (form JPL 0363)
<input checked="" type="checkbox"/>	A-18	Determination of Price - Rate Detail (form JPL 0364)
<input type="checkbox"/>	A-19	Cost Elements Breakdown (Short Form) (form JPL 0549-1)
<input type="checkbox"/>		

GROUP B - For information only:**Attachment**

Number	Title and Form Number
<input type="checkbox"/> B-1	Waiver of Rights to Inventions (form JPL 62-301)
<input type="checkbox"/> B-2	Summary Work Breakdown Structure (no form number)
<input type="checkbox"/> B-3	Notice to Offerors (form JPL 2843)
<input checked="" type="checkbox"/> B-4	° Instructions for Patent Agreement for Use in Support Service Contracts (form JPL 2844) ° Patent Agreement (form JPL 1929)
<input checked="" type="checkbox"/> B-5	Notice of Requirement of Pre-award On Site Equal Opportunity Compliance Review (form JPL 3553)
<input type="checkbox"/> B-6	Requirements for A Subcontracting Plan (form JPL 0294)
<input type="checkbox"/> B-7	Security Requirements for a Classified Contract (form JPL 2891)
<input type="checkbox"/> B-8	Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246) (form JPL 2899)
<input type="checkbox"/> B-9	<input type="checkbox"/> Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities (form JPL 2896) <input type="checkbox"/> Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities - Alternate (form JPL 2896-1)
<input type="checkbox"/> B-10	Certificate of Current Cost or Pricing Data (form JPL 2496)
<input checked="" type="checkbox"/> B-11	Standards of Conduct and Procedures for Handling Contractor Personnel Problems, Discipline, and Separation (form JPL 4412)
<input type="checkbox"/> B-12	(RESERVED)
<input checked="" type="checkbox"/> B-13	Claims for Exceptions to Cost or Pricing Data (form JPL 2703)
<input type="checkbox"/> B-14	Billing Instructions - Cost-Type Contract (form JPL 2716)
<input type="checkbox"/> B-15	Billing Instructions - CREI Contract (form JPL 2717)
<input checked="" type="checkbox"/> B-16	Billing Instructions - Labor-Hour/Time-and-Material Contract (form JPL 2718)
<input checked="" type="checkbox"/> B-17	JPL Contractor Safety and Health Notification (form JPL 2885)
<input type="checkbox"/>	